

ALABAMA BOARD OF COSMETOLOGY

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National Nail Technician/Manicurist Examination Candidate Information Bulletin

Revised 4/07. Replaces all previous information.

Admission to the Examination

Report to the examination site indicated on your notice. **You must present your pending exam permit and a valid driver's license or State ID card for admittance. Candidates will not be admitted without the required documents or after the examination has begun. Walk-in candidates will not be admitted.**

If your name has changed since you received your examination notice, you must bring a copy of legal documentation showing your current name (marriage license, divorce decree, updated driver's license, etc.). The name submitted on the application must match the ID presented for admittance to the examination.

Important Instructions

Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. **You must sign in and out of the examination room for restroom usage.**

Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit **must be kept closed** except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.

All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.

Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.

Candidates will be given ten (10) minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will

also set up the supplies for the basic manicure section of this examination.

Candidates will also be given 2 minutes to set up the supplies for each section of the examination.

The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please turn the hand toward the examiner to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.

Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.

Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.

Manufacturer's labels are required on all disinfectants and sanitizers.

Methyl Methacrylate (MMA) is prohibited for use during the NIC practical examinations.

Mannequins

Candidates are required to bring a mannequin hand for the practical examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

Examination Content Sections

The scope of the National Nail Technician (Manicurist) Practical Examination includes 6 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Set Up and Client Protection
Manicure
Nail Tip
Nail Wrap
Sculptured Nail
Polish

Set Up and Client Protection (10 minutes)

Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination."

"You will also set up the supplies for the basic manicure section of this examination."

"You will perform the client protection section of this examination."

"You will be expected to follow all safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

Manicure (20 minutes)

Verbal Instructions:

"You will now perform the basic manicure section of this examination on one hand only."

"You will be observed for cuticle pushing, filing, massage, and the final appearance of the nail."

"Do not apply polish until instructed to do so."

"You will be expected to follow all safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Sanitizes hand to be manicured

Demonstration of Filing

- Holds skin away from sides of nails while filing
- Files nails from outside edge to center
- Avoids filing too deeply into corners
- Establishes uniform length
- Establishes uniform shape

Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand, nails, and cuticles
- Applies cuticle cream or remover
- Pushes back cuticle area safely
- Cleans under free edge safely
- Bufs nail
- Applies cuticle oil

Demonstration of Hand Massage

- Applies massage product
- Maintains continuous contact while massaging hand
- Massages palm, back of hand, and fingers
- Cleanses massage product from each nail including hyponychium

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Nail Tip (20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the nail tip section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the nail tip section of this examination."

"You will be observed for preparation, infection control, application, filing and the final appearance of the nail."

"You will apply a nail tip to one nail only."

"You may select any nail on the hand."

"You will be expected to follow all safety and infection control procedures."

*"You will have 20 minutes to complete this section."
You will be informed when you have 10 minutes remaining."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up work area with supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle area of dust (e.g., using paper towel, cotton, towel, etc.)
- Selects a nail tip that matches width of natural nail
- Glues nail tip to natural nail
- At least ½ of natural nail plate remains uncovered
- Trims nail tip safely

Demonstration of Filing

- Holds skin away from sides of nail while filing
- Shapes free edge safely
- Files on top of nail plate

Final Appearance of Nail

- Cuticle area and skin surrounding nail are free from glue
- Tip is blended safely
- Hyponychium is free from glue
- Finished nail is smooth and even

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**Nail Wrap
(20 minutes)**

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the nail wrap section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

- "You will now perform the nail wrap section of this examination."*
- "You will wrap the nail to which you have just applied the tip."*
- "You will be observed for preparation, infection control, application, filing, and the final appearance of the nail."*
- "You will be expected to follow all safety and infection control procedures."*
- "You will have 20 minutes to complete this section."*
- "You will be informed when you have 10 minutes remaining."*
- (1)** *"The instructions will be repeated."*
- (2)** *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up work area with supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle area of dust (e. g., using paper towel, cotton, towel, etc.)

Application of Nail Wrap Product

- Applies glue to nail plate
- Applies material over nail plate
- Trims material to fit nail plate safely
- Applies glue over nail wrap

Demonstration of Filing

- Holds skin away from sides of nail while filing
- Files nail safely
- Buffers nail

Final Appearance of Nail

- Finished nail is smooth and even
- Natural nail is covered by product
- Cuticle area remains free of product

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**Sculptured Nail
(20 minutes)**

Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless sculptured nail products be used for the practical examination.

Verbal Instructions for Set Up:

"You have 2 minutes to set up the supplies for the sculptured nail section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Read these instructions after the 2 minute set-up time:

"All candidates are required to use odorless products for the sculptured nail section of this examination. Each candidate will be instructed to open their sculptured nail liquid to ensure that all candidates are complying with this requirement."

Verbal Instructions:

- "You will now perform the sculptured nail section of this examination."*
- "You will apply one sculptured nail using an odorless product."*
- "You will be observed for preparation, infection control, application, filing, and the final appearance of the nail."*

"You will be expected to follow all safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

Sets up work area with supplies labeled in English
Removes shine from nail plate safely
Cleanses nail plate and cuticle area of dust (e.g., using paper towel, cotton, towel, etc.)

Application of Sculptured Nail Product

Applies nail form to fit snugly under free edge
Wears gloves and safety glasses during application of primer
Applies primer safely
Applies product to extend free edge
Applies product to cover nail plate

Demonstration of Filing

Holds skin away from sides of nail while filing
Files on top of nail plate to shape and balance nail safely
Avoids filing too deeply into corners
Buffs nail

Final Appearance of Nail

Finished nail is smooth, even, and beveled
Curve of nail is balanced
Natural nail is covered by product
Skin surrounding nail remains free of product

Safety and Infection Control

Disposes of soiled materials using infection control procedures
Practices infection control procedures safely throughout service
Maintains work area in a safe manner throughout service

**Polish
(10 minutes)**

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the polish section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the polish section of this examination."
"You will apply red polish to all nails on the manicured hand."
"You will be expected to follow all safety and infection control procedures."
"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

Sets up work area with supplies labeled in English

Application of Polish

Applies base coat to nail plate
Applies red polish
Applies top coat

Final Appearance of Nails

Polish covers entire nail plate
Polish application is smooth
Applies base coat, polish, and top coat so that product does not remain on skin

Safety and Infection Control

Disposes of soiled materials using infection control procedures (e.g., cotton that removes polish around nails)
Practices infection control procedures safely throughout service
Maintains work area in a safe manner throughout service

Final Cleanup

Verbal Instructions:

"This concludes the National Practical Examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

Scoring

A scaled score of 70 is required on each of the written and practical examinations. The score for each of the two examinations is based upon the total number of points earned on that examination. All candidates must achieve the overall passing score to be assigned a "pass" status on that examination. All candidates must pass both examinations to be eligible for licensure. No pass or fail decisions are made on individual content areas or services within the examinations, but only on the overall score. If a candidate fails one of the examinations, the candidate is required to retake only the failed examination in its entirety.

If a candidate fails one or both of the examinations twice, the candidate must complete additional training/schooling and is required to submit a new Application for Examination in order to retake both the written and practical examinations.

Examination Results

Examination results will be mailed within **three (3) weeks** after the examination. To ensure confidentiality, scores will **not be released** over the telephone. Your score report will identify the results of your examination as “pass” or “fail.”

If you have passed this examination, the Alabama State Board of Cosmetology will mail you a “Congratulations” letter to you. **Complete and mail** this Congratulations letter back to us with \$15.00 (Money Order or Cashier's Check **ONLY**) in order to receive your license.

If you have failed your examination, you will receive a form to return to retake the examination. You will need to **return the form** with the correct examination fee listed on the form.

Any applicant who fails the state board examination on the second attempt shall complete an additional 375 clock hours in the appropriate school or complete an additional 600 clock hours of training in the appropriate salon before a third attempt is permitted. On a third attempt, an applicant shall be required to take the entire examination.

Candidates with Special Needs

If a disability prevents you from taking the examination under normal conditions, you may request special accommodations. You must submit a written request for special accommodations explaining your disability and the type of accommodations that are needed. Attach support documentation of the diagnosis from a health care professional. Your request must be received with your application by the Examination Department.

Examination Fee Refund Policy

If you do not attend your scheduled examination or cannot be admitted, your examination fee will be forfeited. To be rescheduled you must notify the Board Office **IN WRITING** with the correct examination fee.

If you wish to reschedule your examination, written notification must be received by the Examination Department.

Recommended General Supplies

ALL SUPPLIES MUST BE LABELED IN ENGLISH

- dry storage kit/container
- hand sanitizer
- mannequin hand with artificial nails attached (trainer hands are **NOT** permitted)
- spray disinfectant (non-aerosol)
- disposal bag for waste materials
- cloth and paper towel(s)
- cotton
- first aid supplies (blood spill kit)
- tape

Basic Manicure Supplies

- bowl and container of water
- cuticle cream/remover
- filing and buffing implements
- cuticle pusher
- nail brush
- hand lotion or massage product
- cuticle oil

Nail Tip and Nail Wrap Supplies

- cuticle pusher
- nail tips and adhesive/glue
- nail wrap material (non-precut fabric)
- filing and buffing implements
- scissors

Sculptured Nail Supplies

- cuticle pusher
- sculptured nail products (powder, primer, “odorless” liquid) (The product must be in its original container with the manufacturer's label indicating that it is “odorless.”)
- sculptured nail brush
- liquid and powder containers
- filing and buffing implements
- sculptured nail forms
- primer
- gloves
- safety glasses

Polish Supplies

- polish remover
- base coat/top coat
- red polish

References

Milady's Standard Nail Technology, 2004

Milady, an imprint of Thomson Delmar Learning

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(800) 730-2214

www.Milady.com

Salon Fundamentals

Pivot Point International, Inc., 2002

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